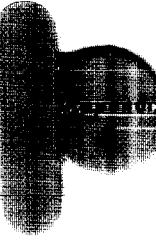


Approved For Release 2000/08/21 : CIA-RDP57-00042A000200040033-8



Approved For Release 2000/08/21 : CIA-RDP57-00042A000200040033-8

~~CONFIDENTIAL~~

APPENDIX E

New Projects In Process - Machine Records Branch

1. Revision of stock accounting procedure to incorporate mark sense operation.
2. Establishment of retirement records for employees paid from vouchered funds.
3. Study of application of machine techniques to time and leave records being conducted in conjunction with Management and Improvement Staff, Office of Comptroller.
4. The possible application of machine techniques to vouchered funds accounting. This has been discussed with [REDACTED] Deputy Comptroller, and is pending action by your office.
5. The establishment and maintenance of a promotions history file for the preparation of promotion statistics.
6. The establishment and maintenance of a file reflecting due dates of periodic step increases to prepare listings and forms advising individuals and offices of this action.
7. A study to determine the value of reconstructing the personnel history file of each employee as the records prior to 1951 are incomplete and inaccurate.
8. The establishment of an inter-office transfer file for the preparation of reports reflecting the turnover of personnel in each office.

25X1A9a